

## MEMORANDUM

**TO:** Gary Miller, President, Indiana EMS Commission Data Task Force

**FROM:** Mark Nelson, EMS Data Registry Task Force

**DATE:** May 5, 2006

**SUBJECT:** EMS Data Registry Task Force Meeting Minutes – April 19, 2006

1. The Indiana Emergency Medical Services (EMS) Commission Data Registry Task Force met on April 19, 2006, with Myron Mackey, presiding and members Keith Reese, Mike Garvey, Tom Arkins, Dr. Mike Olinger, and Mark Nelson present. President Gary Miller was unable to attend, and he discussed some items with Mark for the task force to review. See the attached agenda. Mr. Gary Robison, NFIRS Program Manager, attended.

2. Old Business:

a. Future upgrades to software.

(1) Mark discussed the latest Indiana EMS update sent to ACS FireHouse Software (FHS), March 31, 2006. Any additional changes will be made next year. Providers need to contact Mark with hospital/destination changes; other changes to medications and procedures will be coordinated with the EMS staff and the commission. (CLOSED)

(2) The quick tabs/buttons for new FHS reports (cancelled, convalescent runs, etc.) will not be designed by FHS. These runs can be currently made in the memorized templates within FHS. (CLOSED)

(3) The new NHTSA Code Set V 2.2 was discussed for Indiana EMS data points required through the NEMSIS XML data set. The current Indiana 49 data elements of the 81 NHTSA EMS run data elements need to be increased to 85 for NEMSIS compliance. The data registry is reviewing and cross-referencing the Indiana, FHS, and NEMSIS data elements for changes. The results will be brought to the next Data Task Force meeting. (OPEN)

b. Private Vendor certifications. One vendor has been certified – DeKalb County EMS.

c. CODES Program Grant. The task force discussed the need for providers submitting quality run data to ensure higher probability CODES Program software links with ISP crash and IHB hospital data. The missing EMS data elements (name, dates, times, and hospitals) made the first Indiana link rate 50% of the national CODES average (2,500 versus 5,000). Since the task force meeting, a new link was done by P.U. CATS, and a draft findings was received on May 3, 2006. *Young Drivers in Indiana – 2003*, P.U. CATS draft report, will be sent the registry and NHTSA/CODES for review NLT May 22, 2006. After a final report is published in June 2006, Indiana will advance to a CODES Network state with limited annual NHTSA grant funding. (OPEN)

d. Data Registry Web Site design. The task force was updated on the data registry web page and the Access Indiana design personnel. Access Indiana is up for a new contract with the state in July, and the web site, if not completed, will be continued with either Access Indiana or the new vendor. (OPEN)

e. Training to providers. Both Gary Robison and Mark are training providers as needed. The one of the biggest problems the EMS and NFIRS programs have found is that some providers do not have an alternate / backup person familiar with the software. This causes delays in their EMS or fire data downloads to the state. (CLOSED)

### 3. New Business:

a. Nominate new members. None at this time; action for next meeting. (OPEN)

b. NEMSIS Project – Grant. IDHS/EMS Data Registry is coordinating with INDOT, CJI, BMV, ISP, and P.U. CATS to submit a 408 grant proposal by June 15, 2006. CJI (Indiana Criminal Justice Institute) will be the lead agency for the grant. This is a three year grant, and Indiana is asking for two million dollars for the first year and half that amount the following years. Data Registry is asking for new software for ambulance services. (OPEN)

c. NEMSIS Website. Task force members and providers can go to [www.nemsis.org](http://www.nemsis.org) to see the latest on the NEMSIS program, and check on private software vendors' NEMSIS certification status. (CLOSED)

d. NEMSIS Certification – FireHouse Software (FHS) and Vendor Software. Mark informed the members that:

- (1) FHS is ahead of schedule, and they have submitted their initial test batch (100 runs) to NEMSIS. However, NEMSIS has not been able to test the FHS data.
- (2) Each private vendor must submit their test data to NEMSIS for NEMSIS certification.
- (3) The Indiana EMS Data Registry will continue to accept data from all providers using either the FHS software or the current data registry certified private vendor software.
- (4) The registry will not accept any NEMSIS XML formatted data from EMS providers.
- (5) The NEMSIS XML data set/format is designed for the states to report data to federal agencies. In January 2007, the data registry is scheduled use the XML format to start reporting data to NHTSA/CODES.

e. State supplied software to providers. The task force members were informed that the data registry has no software available for providers. (CLOSED)

f. Updates to the Central Site / Server: V 6.3 now; V 7.0 in the fall with the NEMSIS XML. (OPEN)

g. EMS Provider Reporting. The task force reviewed 2004, 2005, and 2006 “EMS Calls by Month by Service Number” reports, and discussed the need for provider compliance. The task force determined that 2006 is the starting year and not going to the previous years (2001-2005) for possible administrative action towards providers. The \$500 fine would be for each quarter a provider is non-compliant. The following non-compliant provider notification schedule was designed to present to the commission for approval: (OPEN)

#### Proposed Schedule:

Jan-Mar; 1<sup>st</sup> Qtr:      Data due by April 15<sup>th</sup>.  
Warning letter of fine out by May 15<sup>th</sup>.  
Fined July 1<sup>st</sup> if not completed by June 30<sup>th</sup>.

Apr-Jun; 2<sup>nd</sup> Qtr:      Data due by July 15<sup>th</sup>.  
                                  Warning letter of fine out by August 15<sup>th</sup>.  
                                  Fined October 1<sup>st</sup> if not completed by August 31<sup>st</sup>

Jul-Sep; 3<sup>rd</sup> Qtr:      Data due by October 15<sup>th</sup>.  
                                  Warning letter of fine out by November 15<sup>th</sup>.  
                                  Fined January 1<sup>st</sup> if not completed by December 31<sup>st</sup>

Oct-Dec; 4<sup>th</sup> Qtr:      Data due by January 15<sup>th</sup>.  
                                  Warning letter of fine out by February 15<sup>th</sup>.  
                                  Fined April 1<sup>st</sup> if not completed by March 31<sup>st</sup>.

- (1) For each quarter, providers have until the fifteenth day of the month following that quarter to download their run data to the data registry. Example: First quarter 2006, providers have until April 15, 2006 to complete their data downloads.
- (2) The data registry will review the “EMS Calls by Month by Service Number” reports within thirty (30) days to determine provider non-compliance/reporting status, and forward the list to the IDHS EMS Operations Manager and legal council for administrative action and notification.  
Example: By May 15, 2006, the data registry will complete the provider(s) non-compliant list and forward it to the EMS Ops Mgr.
- (3) After review the IDHS EMS Operations Manager, the list will be posted to the IDHS EMS web site by the first day of the following month. Example: Posted by June 1, 2006.
- (4) A notification letter from IDHS EMS Operations Manager and legal council will give providers thirty (30) days to become compliant. Example: Providers have until June 30, 2006 to download their data to the data registry to become compliant.
- (5) If providers become compliant within the thirty (30) day period, they will be taken off non-compliance notification list. Example: Providers downloading their EMS run data to the registry by June 30, 2006, will be removed from the non-compliance list.
- (6) If providers remain non-compliant, IDHS EMS Operations Manager and legal council shall send a letter of administrative action (up to a \$500 fine per quarter) to those providers on/about first day of the next reporting quarter. Example: By July 1, 2006, those remaining non-compliant providers will be notified of administrative action for up to a \$500 fine per quarter.

(7) For each quarter thereafter, the data registry will review and update the data base to inform IDHS EMS Operations Manager, legal council, and the commission on provider compliance or non-compliance. Example: The second quarter, April thru June 2006, will be reviewed after July 15, 2006 for compliance or non-compliance status.

h. EMS Non-compliant Provider Report. After the task force discussed the above plan, the data registry will review the 2006 EMS Calls by Month by Service Number Report. After a cross-check, the list will be forwarded to the IDHS EMS Operations Manager and council for further action. The registry is waiting for FireHouse Software to update the report for time/date (month and quarter range added into the query specs). (OPEN)

i. EMS BLS Non-Transport Provider Reporting. The task force suggested that the EMS Commission should eliminate the BLS Non-Transport EMS Providers reporting to the EMS Data Registry. Those providers currently report their data to the NFIRS program, and the data can be

retrieved by the EMS Data Registry. This should eliminate providers from double reporting and submitting the AED runs or the No AED Report for the Month reports to the data registry. (OPEN)

j. Per the task force request, the data registry has asked the IDHS MIS to add to the IDHS EMS web page an EMS provider number/provider name list (alpha and numeric). The list will be a cross-reference tool for the “EMS Calls by Month by Service Number” reports. The reports do not have the provider name next to the provider number to eliminate data/column wrapping and keeping the reports short. (OPEN)

4. Next meeting date: TBA.

One Enclosure  
Data Task Force Agenda, April 19, 2006

Cc: Sherrie Crain  
Marty Jackson